

DDA

Approved For Release 2001/03/06 : CIA-RDP83T00573R000300010007-4

ODP 9-1401
21 October 1980

MEMORANDUM FOR: Chief, Regulations Control Division,
Office of Information Services, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Proposed Revision of HR [REDACTED] The Career
Services, DRAFT A (Job #9336)

REFERENCE: Your memo dtd 17 Oct. 80, same subject

STATINTL

1. The Office of Data Processing has reviewed the subject revision of HR [REDACTED] and noted that a literal interpretation of subparagraph c. entitled RESPONSIBILITIES, would have the heads of career services involved in much too great a detail with regard to managing career services. For example, subparagraph (4) gives the head of each career service the responsibility to "Review Performance Appraisal Reports and Advance Work Plans of employees." We do not believe this was the intent of the drafter of this revision. Therefore we suggest a modification to paragraph c. so that it reads as follows: "In performing these functions the heads of career services or their designees will:". We believe this modification will properly empower the heads of career services to delegate those responsibilities which they believe are appropriate.

2. If you have any questions regarding our recommendation, please contact [REDACTED] my Executive Officer, on ext. 4011.

/s/ Bruce T. Johnson

Bruce T. Johnson

cc: RMO/DDA

O/D/ODP/[REDACTED]:ee/10/21/80

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**MEMORANDUM
OF CALL**

TO: *GD*

☐ YOU WERE CALLED BY— ☐ WERE VISITED BY—

OF (Organization) [REDACTED]

☒ PLEASE CALL → PHONE NO. *3283* ☐ FTS
CODE/EXT. *3283*

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

cc
comments
OK Agreed with GS
GD

RECEIVED BY	DATE	TIME

63-109

STANDARD FORM 63 (Rev. 8-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

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17 October 1980

ODP # 6-1377

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
 Deputy Director for Science and Technology
 Deputy Director for Operations
 Comptroller
 General Counsel
 Legislative Counsel
 Inspector General

STATINTL

FROM:

Chief, Regulations Control Division
 Office of Information Services

STATINTL

SUBJECT: Proposed Revision of HR [REDACTED], The Career Services, DRAFT A
 (Job #9336)

FOR YOUR INFORMATION:

1. The attached proposal was initiated by the Office of Personnel Policy, Planning, and Management. The regulation remains as currently published with the following changes:

a. Paragraph a has been changed to show that the delegation of authority for the Executive Career Service is to the Deputy Director of Central Intelligence.

b. Paragraph b has been expanded to state that career planning for certain members of the Senior Intelligence Service requires the approval of the DCI and the DDCI.

2. We plan to send the proposal forward for the approval of the Director of Central Intelligence on 7 November 1980. If you have any questions or comments, please contact [REDACTED] extension 6758, before that date.

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Attachments:

- A. Concurrence Sheet (OGC)
 B. Proposed Revision of HR [REDACTED]

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cc: AO/DCI OF
 AO/RMS-CTS OL
 SSA/DDA OMS
 D/IS OS
 OPPPM OTE
 OC ODP

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HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
HR	[REDACTED]	8/11/80 8/11/80	HR	[REDACTED]		<p>HR [REDACTED] is revised to show delegation of authority to the DDCI for the Executive Career Service.</p> <p>Paragraph b has been expanded to state that career planning for certain members of the Senior Intelligence Service requires the approval of the DCI and DDCI.</p> <p>HR [REDACTED] was approved by the DCI on</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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STATINTL

PERSONNEL

HR [REDACTED]

3. THE CAREER SERVICES

SYNOPSIS. This regulation prescribes the organizational structure and responsibilities for administering the Career Service program of the Agency.

a. GENERAL. Pursuant to the delegation of appropriate authority, the Deputy Director of Central Intelligence (DDCI) or his designee and the four Deputy Directors are each the Head of a Career Service that encompasses those positions identified by their functional responsibilities and those employees designated as members of their Career Service. Career Service designations /s./ are used to identify staff and contract personnel and positions within the Career Services or Career Sub-Groups as appropriate.

CAREER SERVICE	HEAD OF CAREER SERVICE	SERVICE DESIGNATION
Executive Career Service	Deputy Director of Central Intelligence or designee	E
Operations Career Service	Deputy Director for Operations	D
NFAC Career Service	Director, National Foreign Assessment Center	I
Science and Technology Career Service	Deputy Director for Science and Technology	R
Administration Career Service	Deputy Director for Administration	M

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b. POLICY. Heads of Career Services are responsible for managing and monitoring the application and functioning of the Agency personnel program as it applies to the members of their Career Service. An exception is certain members of the Senior Intelligence Service (selected SIS-3's and all employees at SIS-4 through SIS-6) whose career planning as expressed in the Senior Officer Development Program requires the approval of the Director and Deputy Director of Central Intelligence.

c. RESPONSIBILITIES. In performing these functions the Heads of Career Services will:

(1) Develop such Career Sub-Groups as appropriate for the effective performance of the uniform personnel responsibilities vested in them.

(2) Improve and strengthen personnel administration within their Career Service.

(3) Plan the utilization and development of employees, including their training, assignment, rotation, and advancement.

(4) Review Performance Appraisal Reports and Advance Work Plans of employees.

(5) Plan the rotation and reassignment of employees to meet long-range personnel requirements through orderly processes.

(6) Review requests for personnel actions to reassign, promote, demote, or separate employees and recommend appropriate action to the Director of Personnel Policy, Planning, and Management.

(7) Review proposals for the training of employees and recommend their participation in Agency-sponsored training.

~~ADMINISTRATIVE INTERNAL USE ONLY~~

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(8) Discharge the specific responsibilities prescribed in HR [REDACTED]

d. CAREER BOARD STRUCTURES AND OFFICIALS. The Head of each Career Service will establish career boards and panels and designate career officials as necessary to perform competitive personnel evaluations and rankings and to accomplish other related personnel functions.

e. ASSIGNMENT OF CAREER SERVICE DESIGNATIONS

(1) The Director of Personnel Policy, Planning, and Management ensures that Career Service designations are recorded in the official records of staff and contract personnel in order to identify such individuals with a Career Service and Career Sub-Group if appropriate.

(2) Career Service designations are assigned to positions to identify them with a Career Service and to an established Career Sub-Group if appropriate. Employees may be assigned to positions having different Career Service designations than their own with the concurrence of the Head of the Career Service having jurisdiction over the positions.

(3) Individuals assigned for a tour in another directorate or independent office normally retain their Career Service designations. If, however, after three years an employee has not returned to a position under the jurisdiction of the parent Career Service, his or her Career Service designation may be changed as appropriate.

4-5. Reserved.

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TRANSMITTAL SLIP		DATE
TO: <i>CDP</i>		
ROOM NO. <i>0400</i>	BUILDING <i>Hqs</i>	
REMARKS: <i>C/MS Action - Done 10/28</i> <i>I would like to make a comment on</i>		
FROM: RCD/OIS/DDA		
ROOM NO. 5049	BUILDING Hqs.	EXTENSION x6758
FORM NO. 241 1 FEB 55		<small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>(47)</small>